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| MEETING: | GERMANTOWN COMMUNITY LIBRARY BOARD |
| DATE AND TIME: | Wednesday, June 24, 2026 5:30 PM |
| LOCATION: | Germantown Community Library N112W16957 Mequon Road |

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **MEETING MINUTES:**
 - A. May 27, 2026, Meeting Minutes - DRAFT
- V. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Reports
- VII. **REPORTS (Discussion Unless Otherwise Noted):**
 - A. Correspondence
 - B. Village Reports
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
- IX. **NEW BUSINESS:**
 - A. Study Pods (ACTION)
 - B. Library Director Mid-Year Performance Check-in (Discussion).
The Germantown Community Library Board may go into closed session as per Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.

- C. Posting of Assistant Director Position (Action).
The Germantown Community Library Board may go into closed session as per Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.

X. ADJOURNMENT:

The next regular meeting of the Germantown Community Library Board will be on Wednesday, July 22, 2026 at 5:30 p.m.

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Assistant Director at (262) 253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

Notice is hereby given that a possible quorum of other boards, committees, and/or commissions may attend this meeting to gather information about an item over which they have decision-making responsibility. This may constitute a meeting of these bodies per State ex rel. Badke v Greendale Village Board, even though these bodies will not take formal action at this meeting.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: June 24, 2026

PLACEMENT: Action Item

ITEM TITLE: May 27, 2026, Meeting Minutes - DRAFT

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the attached May 27, 2026, Meeting Minutes draft.

ATTACHMENT:

1. May 27, 2026, Meeting Minutes - DRAFT

STAFF RECOMMENDATION:

Approve the minutes as presented.

ACTION BY COMMITTEE:

| | |
|-----------------------|--|
| MEETING: | GERMANTOWN COMMUNITY OF THE LIBRARY BOARD |
| DATE AND TIME: | Wednesday, May 27, 2026 5:30 PM |
| LOCATION: | Germantown Community Library N112W16957 Mequon Road |

MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

The regular meeting of the Germantown Community Library was called to order by President Joyce Nelson at 05:31 PM.

II. **ROLL CALL:**

Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Member Jolletta Kerpan, Library Board Member Sarah Larson, Trustee Patrick Kaiser

Absent:

Excused: School District Representative Katie Kohel

Also Present: Library Director Trisha Smith, Circulation Manager Catherine Lee

III. **APPROVAL OF AGENDA:**

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Jolletta Kerpan, Sarah Larson, Patrick Kaiser

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

IV. **MEETING MINUTES:**

A. April 22, 2026, Meeting Minutes - DRAFT

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Sarah Larson

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Jolletta Kerpan, Sarah Larson, Patrick Kaiser

No: None
Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

- V. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Vosen presented the attached Treasurer's Report.

Motion: Approve as presented

Motioned By: Charlene Brady

Seconded By: Joletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Patrick Kaiser

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

B. Accounts Payable

Smith presented the attached Accounts Payable report.

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Patrick Kaiser

On roll call vote:

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Patrick Kaiser

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

C. Budget Reports

Smith presented the attached Budget Reports.

VII. REPORTS (Discussion Unless Otherwise Noted):

A. Correspondence

Nelson sent out four thank you letters for the following donations:

1. Friends of the Germantown Community Library - \$34,000 (\$17,000 for Materials, \$17,000 for Programs)
2. Kettle Moraine Art Guild - \$29 - Materials
3. Kiwanis Germantown - \$2,000 (\$1,000 for Storytime, \$1,000 for Play Kitchen)
4. Steve Shanks & Kristie Porubsky in honor of Jocelyn's Forever Sparkling - \$100 - Materials

B. Village Reports

C. County Reports

D. System Reports

E. President's Report

F. Director's Report

Smith reviewed the submitted Director's Report and attachments.

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS:

A. Elections of Library Board Officers (ACTION)

The following nominations were made:

- President - Joyce Nelson
- Vice President - Sarah Larson
- Treasurer - Darlene Vosen

Motion: Approve nominations for the Library Board officers

Motioned By: Joletta Kerpan

Seconded By: Patrick Kaiser

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Patrick Kaiser

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

B. Donations and Gifts Policy (ACTION)

Smith reviewed the attached updated Donations and Gifts Policy.

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Patrick Kaiser

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

C. 2026 Pay Rate Chart (ACTION)

Smith reviewed the attached 2026 Pay Rate Chart.

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Sarah Larson, Patrick Kaiser

No: Charlene Brady

Abstain: None

Motion Passed (Yes 5, No 1, Abstained 0)

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, June 24, 2026, at 5:30 PM.

Nelson adjourned the meeting at 06:09 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: June 24, 2026

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the submitted Treasurer's Report.

ATTACHMENT:

1. Treasurer's Report

STAFF RECOMMENDATION:

Approve the submitted Treasurer's Report.

ACTION BY COMMITTEE:

Germantown Community Library Board

Financial Report June 15, 2026

By Darlene Vosen

Bank Five Nine GCL Board Checking Account (7928) (*included in, but accounted for separately)

| | | |
|--------------------------------------|-----------|------------|
| Balance 5/12/26 per online statement | | \$1,118.15 |
| 6/3 Deposit Donation jugs | +\$330.29 | |
| Balance 6/15/26 per online statement | | \$1,448.44 |

***Early Literacy Fund:** \$218.13 + \$26.85 = **\$244.98**

***Programming Supplies:** \$580.02 + \$53.44 (crafts) + \$250 = **\$883.46**

Bank Five Nine GCL Board Savings Account (4029)

| | | |
|---------------------------------------|------|------------|
| Balance 5/12/26 per on-line statement | | \$4,770.41 |
| Interest May | +.38 | |
| Balance 6/15/26 per on-line statement | | \$4,770.79 |

Bank Five Nine GCL Building Account (7962) (**included in, but accounted for separately)

| | | |
|---------------------------------------|-------------|---------------|
| Balance 5/12/26 per on-line statement | | \$5,845.19 |
| Interest May | +.46 | |
| 6/3 Deposit materials | +\$38.00 | |
| 6/5 Deposit Pagliaro materials | +\$8,796.63 | |
| Balance 6/15/26 per on-line statement | | \$14,680.28** |

****Book & Materials:** \$864.07 + **\$38.00** + **\$8,796.63** = **\$9,698.70**

****Un-designated:** \$4,981.12 + **\$.46 (interest)** = **\$4,981.58** (need \$2,500 to keep account active)

Bank Five Nine Furniture/Building Fund CD Accounts:

| | |
|---|------------------------|
| CD #1 Furniture (4025) Balance 3/4/25 per bank statement | \$15,000.00 |
| 4.72/4.81% Interest 17 months (mature 8/4/26) | |
| CD #2 Furniture (5608) Balance 2/06/25 per bank statement | \$15,000.00 |
| 4.72/4.81% Interest 17 months (mature 7/6/26) | |
| CD #4 Furniture (8801) Balance 10/31/25 per bank statement | \$10,000.00 |
| 4.09/4.15% Interest 19 months (mature 5/31/27) | |
| CD #5 Expansion (8989) Balance 10/27/25 per bank statement | \$12,323.34 (new base) |
| 4.09%/4.15% Interest 13 months (mature 11/27/26) | |

Furniture & Equipment (\$40,000.00) + Expansion (\$12,323.34) = \$52,323.34

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: June 24, 2026

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Accounts Payable report.

ATTACHMENT:

1. Accounts Payable

STAFF RECOMMENDATION:

Approve the submitted Accounts Payable report.

ACTION BY COMMITTEE:

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2026/5 TO 2026/5 | ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | CHECK RUN | CHECK | DESCRIPTION |
|-------------------------------|----------------|----------------------|-----------------|---------|------|---------|-----------|----------|---------------------------|
| 10570000 | | | | | | | | | Library |
| 10570000 | 462900 | | | | | | | | Library Fines & Fees |
| | 100365 | FRIENDS OF | FGCL050226 | 0 | 2026 | 5 INV P | 191.30 | 26.05.27 | 15138 Reimbursement |
| | | | | | | | 191.30 | | ACCOUNT TOTAL |
| 10570000 | 521400 | | | | | | | | Library Life Insurance |
| | 100933 | SECURIAN FINANCIAL G | 002832L JUNE 26 | 0 | 2026 | 5 INV P | 127.51 | 260512 | 15071 LIFE INSURANCE |
| | | | | | | | 127.51 | | ACCOUNT TOTAL |
| 10570000 | 531010 | | | | | | | | Library Office Supplies |
| | 101624 | STAPLES | 6062185050 | 0 | 2026 | 5 INV P | 207.57 | 26.05.20 | 15120 Office Supplies |
| | 101624 | STAPLES | 6063562907 | 0 | 2026 | 5 INV P | 40.99 | 26.05.20 | 15120 Office Supplies |
| | | | | | | | 248.56 | | |
| | | | | | | | 248.56 | | ACCOUNT TOTAL |
| 10570000 | 531080 | | | | | | | | Library Professional Dev |
| | 101267 | SMITH, TRISHA | TS0430226 | 0 | 2026 | 5 INV P | 113.00 | 26.05.27 | 15174 Professional Develo |
| | | | | | | | 113.00 | | ACCOUNT TOTAL |
| 10570000 | 531100 | | | | | | | | Library Materials |
| | 100032 | AMAZON CAPITAL SERVI | 1R4J-XCC7-QC6W | 0 | 2026 | 5 INV P | 5,240.04 | 260512 | 15022 Collection Material |
| | 100134 | BLACKSTONE PUBLISHIN | 2232143 | 0 | 2026 | 5 INV P | 49.75 | 26.05.20 | 15091 Collection Material |
| | 100134 | BLACKSTONE PUBLISHIN | 2233350 | 0 | 2026 | 5 INV P | 168.35 | 26.05.20 | 15091 Collection Material |
| | 100134 | BLACKSTONE PUBLISHIN | 2233562 | 0 | 2026 | 5 INV P | 20.45 | 26.05.20 | 15091 Collection Material |
| | 100134 | BLACKSTONE PUBLISHIN | 2233682 | 0 | 2026 | 5 INV P | 42.55 | 26.05.20 | 15091 Collection Material |
| | | | | | | | 281.10 | | |
| | | | | | | | 69.32 | 26.05.20 | 15114 Collection Material |
| | 100667 | OVERDRIVE INC | 00669CP26144574 | 0 | 2026 | 5 INV P | 98.08 | 26.05.20 | 15114 Collection Material |
| | 100667 | OVERDRIVE INC | 00669CP26147140 | 0 | 2026 | 5 INV P | 167.40 | | |
| | | | | | | | 132.28 | 26.05.20 | 15115 Collection Material |
| | 101265 | PLAYAWAY PRODUCTS | 532312 | 0 | 2026 | 5 INV P | 650.90 | 26.05.20 | 15108 Collection Material |
| | 101571 | LIBRARY IDEAS LLC | 127996 | 0 | 2026 | 5 INV P | 6,471.72 | | ACCOUNT TOTAL |
| 10570000 | 531240 | | | | | | | | Library Travel |
| | 100646 | RATZMANN, LYNN | LR042326 | 0 | 2026 | 5 INV P | 17.40 | 26.05.27 | 15162 Travel |
| | 101267 | SMITH, TRISHA | TS043026B | 0 | 2026 | 5 INV P | 296.53 | 26.05.27 | 15174 Travel |
| | | | | | | | 313.93 | | ACCOUNT TOTAL |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2026/5 TO 2026/5 | | | | | | | | | | |
|-------------------------------|----------------|----|--------------------------------|-----|---|-----------|----------|-------------|---------------------|--|
| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | CHECK RUN | CHECK | DESCRIPTION | | |
| 10570000 531430 | | | Library Book Processing | | | | | | | |
| 100032 AMAZON CAPITAL SERVI | 1VV6-YN71-YH6T | 0 | 2026 5 | INV | P | 179.42 | 260512 | 15022 | Book Processing Sup | |
| 100246 DEMCO | 7797003 | 0 | 2026 5 | INV | P | 222.00 | 26.05.20 | 15097 | Book Processing Sup | |
| 100246 DEMCO | 7799837 | 0 | 2026 5 | INV | P | 149.44 | 26.05.20 | 15097 | Book Processing Sup | |
| | | | | | | 371.44 | | | | |
| | | | ACCOUNT TOTAL | | | 550.86 | | | | |
| 10570000 531490 | | | Library Program Supplies & Exp | | | | | | | |
| 100032 AMAZON CAPITAL SERVI | 1YD7-VN13-N1Q7 | 0 | 2026 5 | INV | P | 1,135.81 | 260512 | 15022 | Programming Supplie | |
| 100555 THOMPSON | GCL050126 | 0 | 2026 5 | INV | P | 400.00 | 26.05.20 | 15122 | Programming Supplie | |
| | | | ACCOUNT TOTAL | | | 1,535.81 | | | | |
| 10570000 552300 | | | Library System Automation | | | | | | | |
| 100735 MONARCH LIBRARY SYST | 416761 | 0 | 2026 5 | INV | P | 437.15 | 26.05.27 | 15152 | System Services | |
| | | | ACCOUNT TOTAL | | | 437.15 | | | | |
| 10570000 561400 | | | Library Telephone | | | | | | | |
| 100735 MONARCH LIBRARY SYST | 416736 | 0 | 2026 5 | INV | P | 1,041.86 | 26.05.27 | 15152 | Telephone | |
| | | | ACCOUNT TOTAL | | | 1,041.86 | | | | |
| | | | ORG 10570000 TOTAL | | | 11,031.70 | | | | |
| FUND 10 | General Fund | | TOTAL: | | | 11,031.70 | | | | |

** END OF REPORT - Generated by Trisha Smith **

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: June 24, 2026

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Budget Report.

ATTACHMENT:

1. Budget Report

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

| FOR 2026 05 | | | | | | | | | |
|-------------------------|--------------|-----------------|------------------|----------------|------------|--------------|------------------|-------------|--------|
| ACCOUNTS FOR: 10 | General Fund | ORIGINAL APPROP | TRANFRS/ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL | |
| 10570000 Library | | | | | | | | | |
| 10570000 | 432600 | County Library | -342,000 | 0 | -342,000 | -176,632.44 | .00 | -165,367.56 | 51.6% |
| 10570000 | 462900 | Library Fines & | -12,000 | 0 | -12,000 | -6,185.52 | .00 | -5,814.48 | 51.5% |
| 10570000 | 471700 | Library Donatio | 0 | 0 | 0 | -51,000.00 | .00 | 51,000.00 | 100.0% |
| 10570000 | 511000 | Library Reg Sal | 306,124 | 0 | 306,124 | 122,154.38 | .00 | 183,969.62 | 39.9% |
| 10570000 | 511100 | Library PT Sala | 320,807 | 0 | 320,807 | 122,943.40 | .00 | 197,863.60 | 38.3% |
| 10570000 | 511200 | Library Board | 1,200 | 0 | 1,200 | 710.00 | .00 | 490.00 | 59.2% |
| 10570000 | 511600 | Library Overtim | 0 | 0 | 0 | 160.45 | .00 | -160.45 | 100.0% |
| 10570000 | 521000 | Library Social | 47,960 | 0 | 47,960 | 18,279.25 | .00 | 29,680.75 | 38.1% |
| 10570000 | 521100 | Library State R | 40,336 | 0 | 40,336 | 15,553.58 | .00 | 24,782.42 | 38.6% |
| 10570000 | 521200 | Library Health | 98,978 | 0 | 98,978 | 41,241.40 | .00 | 57,736.60 | 41.7% |
| 10570000 | 521300 | Library Dental | 5,050 | 0 | 5,050 | 2,440.18 | .00 | 2,609.82 | 48.3% |
| 10570000 | 521400 | Library Life In | 1,557 | 0 | 1,557 | 621.99 | .00 | 935.01 | 39.9% |
| 10570000 | 531000 | Library Gen Sup | 4,000 | 0 | 4,000 | 1,764.03 | .00 | 2,235.97 | 44.1% |
| 10570000 | 531010 | Library Office | 6,000 | 0 | 6,000 | 1,650.20 | .00 | 4,349.80 | 27.5% |
| 10570000 | 531080 | Library Profess | 5,000 | 0 | 5,000 | 895.84 | .00 | 4,104.16 | 17.9% |
| 10570000 | 531100 | Library Materia | 76,000 | 0 | 76,000 | 30,973.67 | .00 | 45,026.33 | 40.8% |
| 10570000 | 531190 | Marketing & Pro | 6,000 | 0 | 6,000 | 1,123.72 | .00 | 4,876.28 | 18.7% |
| 10570000 | 531240 | Library Travel | 1,500 | 0 | 1,500 | 313.93 | .00 | 1,186.07 | 20.9% |
| 10570000 | 531430 | Library Book Pr | 8,000 | 0 | 8,000 | 3,031.53 | .00 | 4,968.47 | 37.9% |
| 10570000 | 531440 | Library Periodi | 6,000 | 0 | 6,000 | 918.00 | .00 | 5,082.00 | 15.3% |
| 10570000 | 531470 | Library Compute | 24,000 | 0 | 24,000 | 3,894.53 | .00 | 20,105.47 | 16.2% |
| 10570000 | 531490 | Library Program | 20,000 | 0 | 20,000 | 11,512.86 | .00 | 8,487.14 | 57.6% |
| 10570000 | 552300 | Library System | 26,000 | 0 | 26,000 | 437.15 | .00 | 25,562.85 | 1.7% |
| 10570000 | 561000 | Library Buildin | 70,000 | 0 | 70,000 | 29,838.87 | .00 | 40,161.13 | 42.6% |
| 10570000 | 561400 | Library Telepho | 3,408 | 0 | 3,408 | 1,132.16 | .00 | 2,275.84 | 33.2% |
| 10570000 | 571000 | Library Insuran | 8,283 | 0 | 8,283 | 7,603.74 | .00 | 679.26 | 91.8% |
| 10570000 | 5PCARD | UNALLOCATED PCA | 0 | 0 | 0 | 85.76 | .00 | -85.76 | 100.0% |
| TOTAL Library | | | 732,203 | 0 | 732,203 | 185,462.66 | .00 | 546,740.34 | 25.3% |
| TOTAL General Fund | | | 732,203 | 0 | 732,203 | 185,462.66 | .00 | 546,740.34 | 25.3% |
| TOTAL REVENUES | | | -354,000 | 0 | -354,000 | -233,817.96 | .00 | -120,182.04 | |
| TOTAL EXPENSES | | | 1,086,203 | 0 | 1,086,203 | 419,280.62 | .00 | 666,922.38 | |

YEAR-TO-DATE BUDGET REPORT

| FOR 2026 05 | | | | | | | |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
| GRAND TOTAL | 732,203 | 0 | 732,203 | 185,462.66 | .00 | 546,740.34 | 25.3% |

** END OF REPORT - Generated by Trisha Smith **

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: June 24, 2026

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the Director's Report and attachments.

ATTACHMENT:

1. Director's Report
2. Director's Report (pt. 1 - 2026 Library Highlights)
3. Director's Report (pt. 2 - 2026 Trustee Training)
4. Director's Report (pt. 3 - Monarch Annual Report)
5. Director's Report (pt. 4 - Monarch In-Demand Collection)
6. Director's Report (pt. 5 - Germantown Overdrive Report)
7. Director's Report (pt. 6 - Circulation Statistics)
8. Director's Report (pt. 7 - Programming Statistics)
9. Director's Report (pt. 8 - Wash. Co. - Jun 4)
10. Director's Report (pt. 9 - Wash. Co. - Jun 10)

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

Director's Report: May 2026

STATE OF WISCONSIN

- Trustee Training Week for Library Boards will be held on Monday, August 10 – Thursday, August 13, 2026. Additional information and registration can be found here: <https://www.wistrusteetraining.com/>

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, May 14 at the W J Niederkorn Library in Port Washington. Justin Hahn, Development Specialists of WOW (Waukesha, Ozaukee & Washington) Works Workforce Development gave a presentation on Work Force Development and Job Pods (Germantown currently has Workforce Development hours in the building on Mondays). Digital ADA web compliance dates has been extended to April of 2028. The migration to the Polaris cloud is tentatively scheduled for Tuesday, June 23 (the library would remain open on this date, but Polaris would not be available). A new procedure for identification and evaluation for new Databases was recommended by the Resource Advisory Workgroup. Trisha Smith, Library Director, was appointed to the new OverDrive Advantage Collection Workgroup.
- The Monarch Library System Directors met on Thursday, June 11 at the Jack Russell Memorial Library in Hartford. Anti-phishing/anti-spam policies were tested and emails were successfully removed. The Monarch Library System's annual report was presented – it was noted that digital circulation continues to increase and is up 43.5% over the past five years (attached). A report on the Monarch In-Demand physical and digital collections was presented – dates on the top of page 4 should be 1/1/25 – 12/12/25 (attached). A comparison of Overdrive Advantage at the Germantown Community Library is also included (attached). Motions included recommendations for only patron initiated renewals and the ability for automatic patron code updates. The scheduled date for Polaris upgrades of Tuesday, June 23 has been delayed.
- Agendas and minutes: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY

- Kewaskum Public Library is expanding their current space with the addition of youth & teen areas.

VILLAGE OF GERMANTOWN:

- Previous meetings:
 - Government & Finance Committee (5/18)
 - Village Board (5/18)
 - Village Board (6/1)
 - Government & Finance Committee (6/15)
 - Village Board (6/15)
 - X. A. Contract award to MC Group, LLC for Owners Representation services related to the Police Department building project (ACTION)
 - X. B. Appointment of Treasurer/Finance Director (ACTION)
- Matt Trebatoski was hired as the Village Administrator and starts on Monday, June 22.
- Lisa Davis was hired as the Village Finance Director and starts on Monday, July 13.
- Agendas and minutes: <https://germantownwi.portal.civicclerk.com/>
- Recordings: <https://www.youtube.com/@villageofgermantownwiscons871/streams>

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends Kids & Teen sale will start on Thursday, June 25 and go through mid-August. This is in collaboration with the library's Summer Reading Program.

DONATIONS:

| Donor | Amount | Department | Plaque | Address |
|-----------------------|------------|---------------------------------|--------|----------------------|
| Glaser, Sean & Hailey | \$100 | Programming (Summer Reading) | n/a | Germantown, WI 53022 |
| Chamberlain, Jennifer | \$50 | Materials | n/a | West Bend, WI 53095 |
| Pagliaro, Dan | \$8,796.63 | Materials | n/a | Hubertus, WI 53033 |

- Donation Jars:
 - Early Literacy: \$24.00
 - Programming Supplies: \$47.01

Monthly Donations Total: \$71.01

DEPOSITS:

REQUEST FOR CHECK (PREVIOUSLY VOTED ON) (see attached):

STATISTICS:

- Circulation Statistics (see attached)
 - Physical: **22,749 (3.0% from 2025 / -1.5% YTD)**
 - Digital: **6,335 (12.7% from 2025 / 10.2% YTD)**
 - Total: **29,084 (4.9% from 2025 / 0.7% YTD)**

PROGRAMMING:

- January – April 2026 Programming Statistics (attached):
 - In-Library:
 - **258 programs (160 in 2025 YTD & 61.3% YTD)**
 - **6,181 total attendance (4,676 in 2025 YTD & 32.2% YTD)**
 - Outside of Library:
 - **75 programs (61 in 2025 YTD & 23.0% YTD)**
 - **1,441 total attendance (642 in 2025 YTD & 124.5% YTD)**
 - Passive Programs:
 - 13,830 people participated in self-directed activities
- The Summer Reading Challenge for all ages will run on Monday, June 8 – Saturday, August 8. Participation is trending high the first few weeks.
- Ongoing Programs (number of monthly offerings):
 - Youth: Storytime (17), Family Fun Night, Lego @ the Library, Adventure Academy (4), Who Was Book Club, Thursday Performances & Saturday Programs
 - Tween/Teen: Tween Programs, Teen Programs, Teen Advisory Board & Craft Workshops (3)
 - Adult: Job Service Assistance, Blood Drives, Adult Puzzle Days, Fiber Arts Meet Up, Craft Workshops (3), Adult Crafts (2) & Book Groups (6)
 - Outreach: Senior Living Facility Visits (6), Adult Day Center (2), Home Delivery, Preschool Readings, Enchanted Library (3), Kid’s Klub (4) & Book Delivery
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.events.mylibrary.digital/>
 - Highlighted Upcoming Special Events:
 - Sat, July 11 @ 10am-12pm – Summer Youth Kindermarket
 - Thurs, July 16 @ 10:30am – Science Heroes
 - Fri, July 24 @ 10am – Breakfast Bingo
 - Mon, July 27 @ 4-7pm – Robert’s Fundraiser

IN THE NEWS (ATTACHED):

- “Germantown library releases summer schedule” (Wash. Co. Daily, Jun 4)
- “League of Women Voters makes donations to local libraries for America’s 250th” (Wash. Co. Daily, Jun 10)

DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2027)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, June 1 – Village Board (online)
- Wed, June 3 – League of Women’s Voters
- Thurs, June 4 – Village Support Service Manager
- Mon, June 8 – Wash. Co. Director’s (Kewaskum)
- Mon, June 8 – Make It @ the Library (3)
- Wed, June 10 – LEGO @ the Library
- Thurs, June 11 – Monarch Directors (Hartford)
- Mon, June 15 – GGF & Village Board (online)
- Tues, June 16 – Study Pod Visits (IL)
- Wed, June 17 – Village Support Services Manager
- Thurs, June 18 – Library Board President
- Thurs, June 18 – Monarch Director’s Chat
- Tues, June 23 – Monarch Marketing Committee
- Wed, June 24 – Village Support Services Manager
- Wed, June 24 – Library Board

DEPARTMENT UPDATES

ADMIN & ALL STAFF

- The library will be closed on Friday, July 3 & Saturday, July 4.
- All library managers will be conducting mid-year performance evaluations by the end of the month.

YOUTH, ADULT & OUTREACH SERVICES

- Two Summer Interns started in June and will be working with the youth services/outreach team throughout the summer.
- Youth Services welcomed the Kettle Moraine Symphony for a special performance on June 1. The quartet will be performing at libraries across Washington County through a grant from National Exchange Bank & Trust.

CIRCULATION & TECHNICAL SERVICES

- There has been an influx of volunteer applications as the summer begins. Seven new volunteers will start this June.

TECHNOLOGY, BUILDING & GROUNDS

-

Library Highlights (June 2026)



The library hosted William Pack and his presentation on Mind Readers



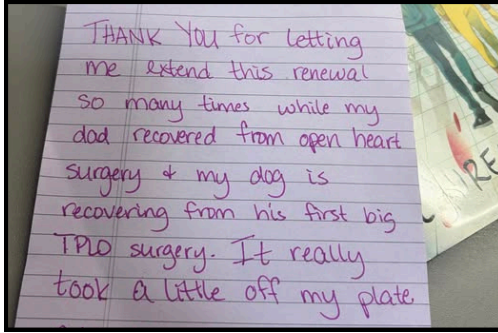
We love when patrons share how they use things they have made at the library!



The Enchanted Library visited Bethlehem Lutheran School.



Forte Bank joined us at Meet Your Neighbor Storytime.



We always enjoy hearing from our patrons!



Our spring Puzzle Race was very busy with 16 total teams!



Youth Services staff created their annual summer reading promotional video.



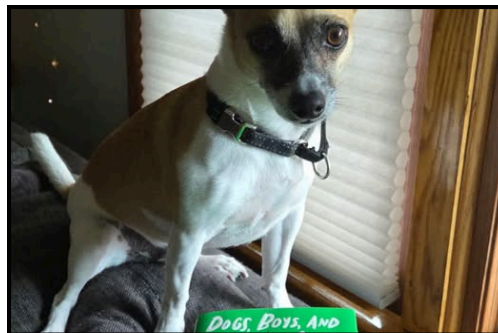
Lego @ the Library meets every 2nd Wednesday with a monthly theme.



Patrons (and staff!) had a great time at the Summer Reading Kickoff Party.



Local authors from the League of Women Voters highlighted their new poetry book in the Local Author collection.



We are posting weekly staff (and pet!) picks on our facebook page.



Summer Reading for all ages runs Saturday, June 8 - Saturday, August 8.



**Registration is now open for
Trustee Training Week 2026. Hope
to see you online!**

Wisconsin Library Law

Monday, August 10, 2026 - 12:00

Presenter: [Kris Turner](#)

Reading and understanding laws and regulations can be daunting, even more so when you are a trustee or on a library board. This session will focus on demystifying the law and will focus on specific statutes and cases that affect Wisconsin libraries as well as a discussion of how to best answer legal questions when they inevitably arise. Topics covered include open meeting laws, statutory delegation of library board authority, basics of legal research, and more. When the session has concluded, you will be able to better locate and answer legal questions that you may face as a library board member and also know what resources are available to you to get these difficult and stressful questions answered.

To help Kris target his presentation, we'd like to know what [questions](#) you have. Thank you!

[Register for Wisconsin Library Law](#)

**What You Need to Know about AI
and Libraries**

Tuesday, August 11, 2026 - 12:00

Presenter: [Crystal Trice](#)

AI is changing libraries faster than most of us realize, and understanding it is increasingly a governance responsibility. This session cuts through the hype to give library trustees a grounded, practical picture of where things stand and what it means for their role.

Participants will:

- Understand what AI is (and isn't) in a library context, without the jargon

- Learn what's already happening in public libraries, from vendors and platforms to staff workflows and patron expectations
- Leave with a clearer sense of what AI means for current and future library policy and budget decisions

[Register for What You Need to Know about AI and Libraries](#)

Board Documents 101

Wednesday, August 12, 2026 - 12:00

Presenter: [Laura Meade](#)

Join Laura Meade, Certified Professional Parliamentarian, for an introduction to basic board documents, including agendas, minutes, and governing documents.

Learning Objectives:

- Compare standard order of business with an agenda
- Consider the value of a consent agenda
- Review the content of board minutes and how to approve them
- Review the hierarchy of governing documents
- Explore what's in your bylaws and what you need to look up most often
- Review how to amend or suspend rules (or not)
- Consider some Frequently Asked Questions

To help Laura target her presentation, we'd like to know what [questions](#) you have about board documents.

[Register for Board Documents 101](#)

All Playing in the Same Orchestra: Collaborating for Community Success

Thursday, August 13, 2026 - 12:00

Presenter: [Kami Lynch](#) and [Teresa Schmidt](#)

The relationship between a library board and its municipality or county is unique compared to other appointed boards in the community. It's a bit like each of you are playing your own melody, ideally collaborating to create a community symphony. Having a better understanding of the part each instrument plays can help you build trust, improve communication, identify common goals, and establish a healthy working relationship. This session will discuss the varied roles of municipal and county officials, the library board, and library staff. We'll review the powers of the library board delineated in the Wisconsin Statutes, identify the points where the library and its municipality carry the melody together, and listen for some common sources of disharmony in the relationship. Finally, we'll talk about where public library trustees sit in this ensemble and provide suggestions for steps trustees can take to strengthen the library's connection to its community.

[Register for All Playing in the Same Orchestra: Collaborating for Community Success](#)



“Transforming Library Service”

2025

Monarch LIBRARY SYSTEM

Monarch Catalog Connects 32 Libraries in Dodge • Ozaukee • Sheboygan • Washington Counties

3,072,630

Library Items Checked Out

Books • Audio (Audiobooks | CDs | Vinyl) • Video (DVDs | Blu-Ray)
Magazines • Newspapers • Video Games • Software
Library of Things (Misc. items available at the libraries)

287,327

Digital Books Checked Out

377,088

Digital Audiobooks Checked Out

117,751

Digital Magazines Checked Out

3,854,796

Total Circulation

• Physical & Digital •

Cardholders **185,672**



1,738,351+ Total Library Visits

• 27 Libraries Reporting Library Visits •

Includes In-Person & Virtual (Live & Pre-Recorded) & Self-Directed Programming

Programs @ Monarch Libraries
10,343

348,551

People (All Ages) Attended or Participated in Programs

598,618

Total Items Delivered via Monarch Delivery Service



3 Routes Deliver Items • 5 Days a Week •

1,518,747

Children's Materials Checked Out



39.7% of Circulation is Children's Materials

DIGITAL data

CATALOG APP

Monarch2Go

WAS LAUNCHED

777,178

TIMES ON

14,676
Devices



ALMOST **200,000** MORE TIMES THAN IN 2024!

14.3% MORE

DIGITAL **Audiobooks** AND

26% MORE

DIGITAL **Magazines**

OVER THE PAST YEAR

DIGITAL CHECKOUTS ARE UP

43.5%

OVER THE LAST 5 YEARS

LIBBY
OverDrive

HOOPLA

Monarch Library System • 4632 South Taylor Drive • Sheboygan, WI 53081 • 920-208-4900

Icons from www.flaticon.com

Resource Library Report
Jan-May 2026

2026 Budget & Services

| Item/Service | Compensation |
|--|------------------|
| In-Demand physical materials collection budget | \$15,000 |
| System Overdrive Advantage e-book & e-audio holds reduction account budget | \$75,000 |
| Professional Consultation & Support Staff <i>Acquisitions, processing, weeding of In Demand Collection - 3 staff Cataloging & database maintenance, Marketing, Reference, IT, & maker-space support, budgeting, collection development & reporting - 15 staff</i> | \$10,000 |
| TOTAL | \$100,000 |

In Demand Details:

In-Demand Expenditures 1/1/26-06/06/26 (\$15,000 budget)

| In Demand | | | | |
|-----------------|------------|------------|------------|---------|
| Budgeted Amount | Encumbered | Expended | Available | Used(%) |
| \$15,000.00 | \$3,426.37 | \$6,749.92 | \$4,823.71 | 67.84% |

In Demand Copies Added 1/1/26 - 06/06/26

| Row Labels | Sum of POQtyReceived |
|-------------------------|----------------------|
| AD In-Demand DVD | 39 |
| AD In-Demand Fiction | 186 |
| AD In-Demand Nonfiction | 36 |
| Grand Total | 261 |

In Demand Circulation 1/1/26 - 06/06/26

(includes circulation for all items in the ID collection at time of report)

| Row Labels | Sum of Total |
|---|--------------|
| Mead Public Library (Sheboygan) | 2134 |
| Cedarburg Public Library | 452 |
| Jack Russell Memorial Library (Hartford) | 324 |
| Slinger Community Library | 310 |
| Plymouth Public Library | 258 |
| West Bend Community Memorial Library | 232 |
| Germantown Community Library | 207 |
| Frank L. Weyenberg Library of Mequon-Thiensville | 207 |
| Grafton Public Library | 189 |
| Oscar Grady Public Library (Saukville) | 128 |
| W.J. Niederkorn Library (Port Washington) | 94 |
| Juneau Public Library | 83 |
| Ted and Grace Bachhuber Memorial Library-Mayville | 78 |
| Sheboygan Falls Memorial Library | 75 |
| Oostburg Public Library | 73 |
| Lakeview Community Library (Random Lake) | 72 |
| Beaver Dam Community Library | 64 |
| Horicon Public Library | 60 |
| Waupun Public Library | 59 |
| Elkhart Lake Public Library | 54 |
| Cedar Grove Public Library | 53 |
| Bookmobile | 52 |
| Kewaskum Public Library | 47 |
| Kohler Public Library | 43 |
| Hustisford Community Library | 34 |
| Brownsville Public Library | 33 |
| Iron Ridge Public Library | 27 |
| Lomira QuadGraphics Community Library | 22 |
| Reeseville Public Library | 12 |
| Fox Lake Public Library | 10 |
| Theresa Public Library | 5 |
| West Bend Outreach Branch | 1 |
| Lakeland University Library | 1 |
| Grand Total | 5493 |

Note: the following libraries are In-Demand Floating Collection participants shown with their total 2025 In-Demand checkout numbers taken from the 2025 Resource Library Report: Brownsville (82), Cedar Grove (38), Elkhart Lake (46), Horicon (83), Hustisford (46), Iron Ridge (10), Jack Russell (204), Juneau (70), Lakeview (53), Mead (4565), Oscar Grady (151), Plymouth (309), Slinger (203), Ted & Grace Bachhuber (92)

Overdrive Advantage Details:

Overdrive Advantage Expenditures 1/1/26 - 06/06/26

(\$75,000 Monarch budget + \$10,000 from Mead PL)

| Adv. Standard titles purchased | Adv. Standard copies purchased | Adv. Standard expenditures |
|---------------------------------------|---------------------------------------|-----------------------------------|
| 96 | 2,246 | \$41,696.59 USD |

Available Funds: \$52,629.12 (\$9,325.71 rolled over from FY25)

Percentage Used: 44%

Overdrive Advantage Title Usage Stats 1/1/24 - 12/12/24

Advantage titles & Monarch users

| Branch | Checkouts |
|---------------------------|--------------|
| Monarch - West Bend | 4188 |
| Monarch - Sheboygan | 3377 |
| Monarch - Mequon | 3184 |
| Monarch - Germantown | 2807 |
| Monarch - Cedarburg | 1900 |
| Monarch - Grafton | 1822 |
| Monarch - Hartford | 1676 |
| Monarch - Port Washington | 1186 |
| Monarch - Beaver Dam | 1117 |
| Monarch - Slinger | 951 |
| Monarch - Plymouth | 902 |
| Monarch - Sheboygan Falls | 725 |
| Monarch - Waupun | 655 |
| Monarch - Oostburg | 492 |
| Monarch - Saukville | 483 |
| Monarch - Random Lake | 414 |
| Monarch - Mayville | 406 |
| Monarch - Kohler | 346 |
| Monarch - Kewaskum | 331 |
| Monarch - Elkhart Lake | 225 |
| Monarch - Cedar Grove | 216 |
| Monarch - Hustisford | 211 |
| Monarch - Horicon | 209 |
| Monarch - Lomira | 133 |
| Monarch - Fox Lake | 129 |
| Monarch - Juneau | 119 |
| Monarch - Theresa | 99 |
| Monarch - Brownsville | 96 |
| Monarch - ESLS Bookmobile | 61 |
| Monarch - Reeseville | 33 |
| Monarch - Iron Ridge | 21 |
| Total | 28514 |

Overview of Monarch Overdrive Advantage Program:

- Overdrive Advantage gives Monarch Library System the ability to purchase additional copies of a popular e-title and earmark those copies for MLS patrons.
- MLS purchases additional copies of popular titles in order to reduce holds and wait times.
- The copies purchased by MLS are routed to MLS patrons only. Once the demand has been met, the copies are made available to all WPLC users.

- With Overdrive Advantage, MLS ONLY orders copies of titles that already exist in the WPLC catalog. We are not adding new titles or purchasing orphan copies.
- Mead manages the purchasing of adult and children's e-audiobooks and ebooks through auto-generated Holds Manager carts & Metered Access Manager (expiring titles) carts

New Holds Manager (auto-cart) Profiles:

***Note:** From Overdrive: For Advantage members, we recommend adding titles based on the number of holds (not holds ratio), since the holds ratio calculation includes both Advantage and shared collection/consortium copies, but only includes holds placed by your Advantage users. (This means that shared collection/consortium users waiting for a title aren't accounted for, so the holds ratio may seem much lower than the actual demand.)*

Adult Ebook

- Add titles when number of holds exceeds 7
- Generate carts twice a month
- Limit monthly expenditure to \$2,000
- Limit cart expenditure to \$1,000

Adult E-audiobook

- Add titles when number of holds exceeds 5
- Generate carts twice a month
- Limit monthly expenditure to \$4,000
- Limit cart expenditure to \$2,000

Juvenile E-Audio and Ebook

- Add titles when number of holds exceeds 7
- Generate carts twice a month
- Limit monthly expenditure to \$915
- Limit cart expenditure to \$457

Individual Libraries can also use their own Overdrive Advantage logins & budgets to purchase ebooks and e-audiobooks. They should be aware that any purchased titles will go into the Advantage collection and be available to all Monarch libraries while there are Monarch holds, and to all WPLC once demand has been met.

Germantown Community Library Resource Library Report

Pt. 1: Monarch Library System & Germantown

2026 Budget & Services (Monarch Report, page 1)

| Item/Service | Monarch | Germantown |
|--|------------------|----------------|
| In-Demand Physical Materials Collection Budget | \$15,000 | n/a |
| Overdrive Advantage (e-book & e-audio) | \$75,000 | \$6,000 |
| Professional Consultation & Support Staff | \$10,000 | n/a |
| Total | \$100,000 | \$6,000 |

Overdrive Advantage Details (1/1/26 - 6/6/26) (Monarch Report, page 3)

| Overdrive Advantage Expenditures | Monarch | Germantown |
|--|----------|------------|
| Total Funding (System + MEAD \$10,000) | \$85,000 | \$6,000 |
| Advantage Standard Titles Purchased | 96 | 68 |
| Advantage Standard Copies Purchased | 2,246 | 71 |
| Advantage Standard Expenditures | \$52,629 | \$3,889 |
| Percent Used | 44% | 65% |

Overdrive Advantage Title Usage Stats (1/1/26 - 6/6/26) (Monarch Report, page 4)

| Advantage Titles & Monarch Users | Monarch | Germantown |
|--|---------|------------|
| Germantown Community Library Checkouts | 2,807 | 1,276 |
| Total Monarch Checkouts | 28,514 | n/a |
| Advantage Cost/Circ | \$1.85 | \$3.04 |

New Holds Manager Profiles (Monarch Report, page 5)

| Hold Ratio | Monarch | Germantown* |
|-----------------------------|---------|---------------|
| Adult Ebook | 7 holds | 7 holds |
| Adult Eaudiobook | 5 holds | 7 holds |
| Juvenile Eaudiobook & Ebook | 7 holds | not purchased |

*Germantown typically only purchases one copy of each title, regardless of total holds

| Limit Monthly Expenditures | Monarch | Germantown* |
|-----------------------------|---------|---------------|
| Adult Ebook | \$2,000 | \$150 |
| Adult Eaudiobook | \$4,000 | \$150 |
| Juvenile Eaudiobook & Ebook | \$915 | not purchased |

*Germantown also spends about \$200 on cost/circ titles (\$100 on high demand hold titles & \$100 on titles where patrons have been waiting over 12 months)

Germantown Community Library Resource Library Report

Pt. 2: Current Budget & Ordering Plan

Current Monthly Purchasing Plan

The Germantown Community Library currently spends about \$500 per month on Overdrive Advantage titles. There are three main considerations:

- Purchased Titles with 7+ Holds (\$300/month)
 - Typically new & high-demand titles with 7 or more holds
 - Each title is purchased for 12 months, 24 months or owned forever (this is set by the publisher and not all options are available)
 - Average cost per title: \$52.41
- 7+ Hold Titles (cost/circ copies) (\$100/month)
 - Typically new & high-demand titles with 7 or more holds
 - Typically looking at titles that have a low price per circulation
 - Titles purchased as a cost/circ model
 - Used to cut down on very popular titles or medium demand titles that may not be worth purchasing a copy
 - Average cost: usually under \$2.99 (this is set by the publisher)
- 1st Current Hold Titles 12 Months Old (cost/circ copies)
 - Typically old & low-demand titles that patrons have been waiting over a year for (titles may have been expired - so no copies are currently available)
 - Titles purchased as a cost/circ model
 - Used to cut down on patron wait time
 - Average cost: usually under \$2.99 (this is set by the publisher)

Current Monthly Purchasing Plan

| Monthly Order Budget | Budget | Monthly Average Titles Purchased |
|--|--------|----------------------------------|
| Purchased Titles with 7+ Holds | \$300 | 8 |
| 7+ Hold Titles (cost/circ) | \$100 | 87 |
| 1st Current Hold Titles 12+ Months Old (cost/circ) | \$100 | 36 |

Germantown Community Library Resource Library Report

Pt. 3: 2026 Statistical Data

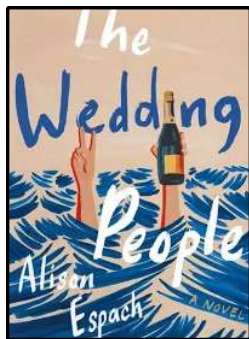
Collection Titles (mostly 12 months / 24 months titles)

| Checkouts | Purchased Titles | Cost/Circ Titles | Total Checkouts | Cost/Circ* |
|-------------------|------------------|------------------|-----------------|------------|
| Jan 2026 | 13 | 299 | 363 | \$5.27 |
| Feb 2026 | 9 | 31 | 132 | \$4.89 |
| Mar 2026 | 5 | 98 | 227 | \$4.09 |
| Apr 2026 | 3 | 56 | 192 | \$3.68 |
| May 2026 | 7 | 61 | 219 | \$3.45 |
| Total (Dec - May) | 61 | 545 | 1,133 | |

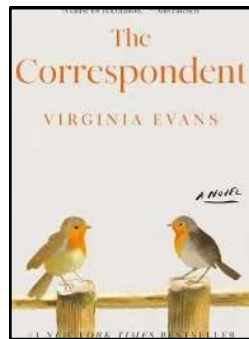
*Cost/circ will mostly likely continue to decrease until 12 or 24 months from now. At this time, titles purchased 12 or 24 months ago will be no longer be in the collection and will be removed from the statistical data.

*In comparison, the cost/circ for physical material is \$4.33

Top Ebook Titles



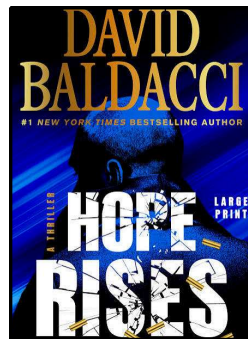
23 checkouts



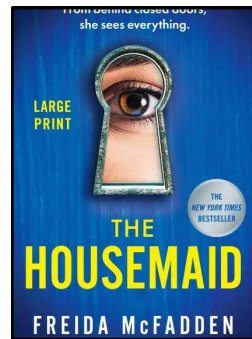
15 checkouts



15 checkouts

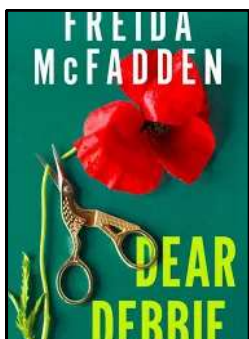


13 checkouts

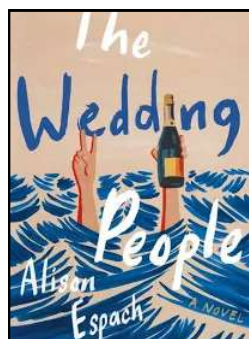


13 checkouts

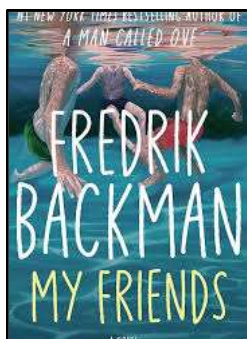
Top Eaudiobook Titles



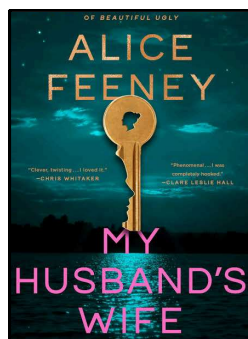
20 checkouts



20 checkouts



19 checkouts



17 checkouts



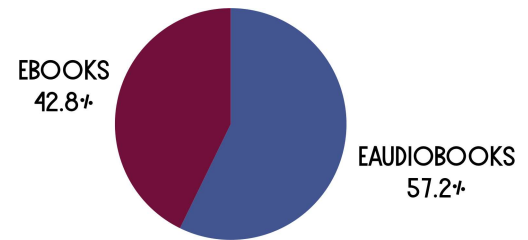
17 checkouts

Germantown Community Library Resource Library Report

Pt. 4: December 26, 2025 vs. June 17, 2016

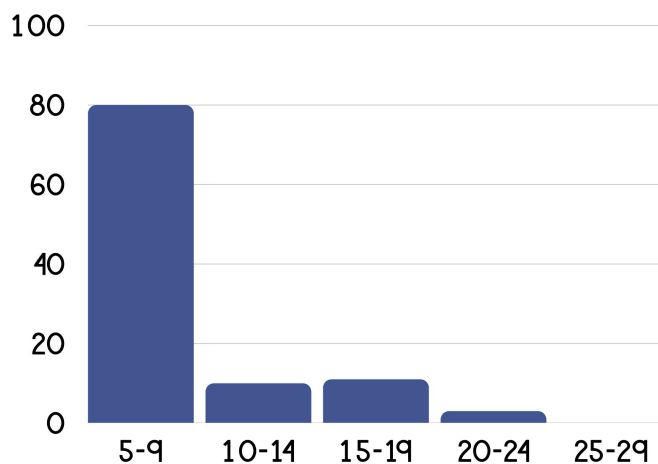
Current Hold Levels*

| Item/Service | 12/26/2025 | 6/17/2026 |
|------------------|------------|-----------|
| Ebook Holds | 2,338 | 2,412 |
| Eaudiobook Holds | 3,154 | 3,227 |
| Total Holds | 5,492 | 5,639 |

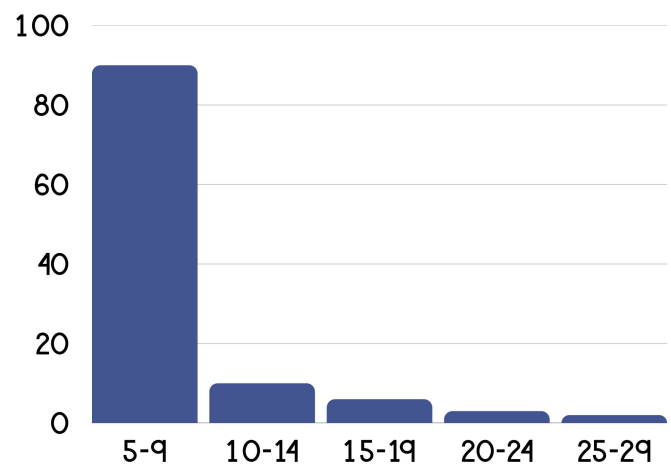


| Total Holds Per Title | 12/26/2025 | 6/17/2026 |
|-----------------------|------------|-----------|
| 1 to 4 Holds | 3,368 | 3,512 |
| 5 - 9 Holds | 80 | 90 |
| 10- 14 Holds | 10 | 10 |
| 15 - 19 Holds | 11 | 6 |
| 20 - 24 Holds | 3 | 3 |
| 25 - 29 Holds | 0 | 2 |

12/26/2025

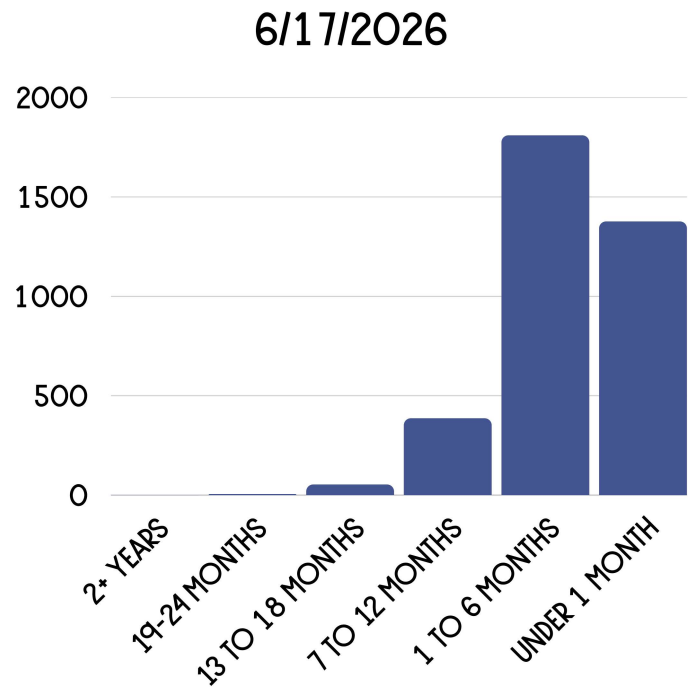


6/17/2026



*These charts reflect a snap on a specific date and are not cumulative data.

| 1st Current Hold | 12/26/2025 | 6/17/2026 |
|------------------|--------------------|-----------|
| 2+ Years | Data not collected | 1 |
| 19 to 24 months | Data not collected | 6 |
| 13 to 18 months | Data not collected | 54 |
| 7 to 12 months | Data not collected | 387 |
| 1 to 6 months | Data not collected | 1,810 |
| under 1 month | Data not collected | 1,377 |



| 1st Current Hold | 12/26/2025 | 6/17/2026 |
|-------------------|--------------------|------------|
| Average Wait Time | Data not collected | 66.56 days |

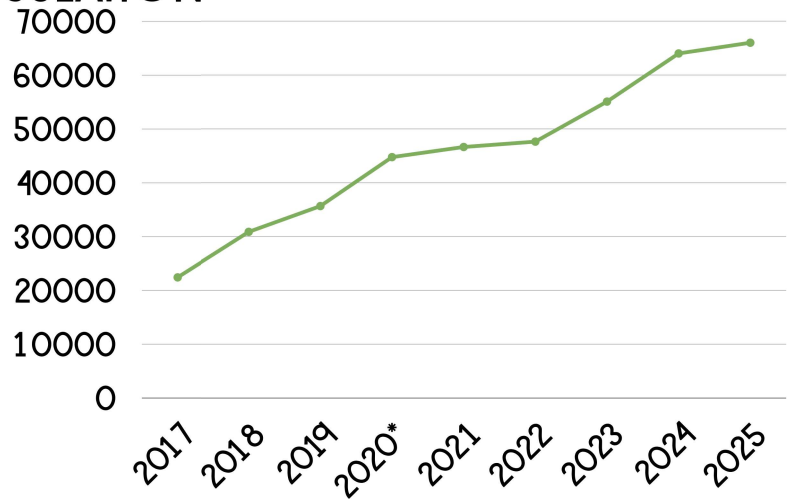
Germantown Community Library Resource Library Report

Pt. 5: Additional Graphs & Charts

Overdrive/Libby Circulation

GERMANTOWN OVERDRIVE CIRCULATION

2017 - 22,431
2018 - 30,873
2019 - 35,660
*2020 - 44,753
2021 - 46,634
2022 - 47,628
2023 - 55,064
2024 - 64,006
2025 - 66,821



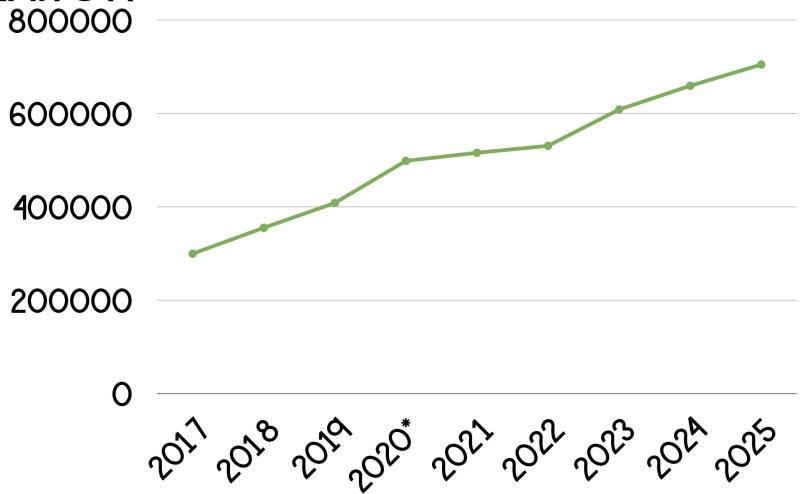
4.4% INCREASE FROM 2024 TO 2025
87.4% INCREASE FROM 2019 TO 2025
197.9% INCREASE FROM 2017 TO 2025



Overdrive/Libby Circulation

MONARCH OVERDRIVE CIRCULATION

2017 - 299,667
2018 - 355,106
2019 - 408,197
*2020 - 498,372
2021 - 515,716
2022 - 530,611
2023 - 608,359
2024 - 659,125
2025 - 704,534



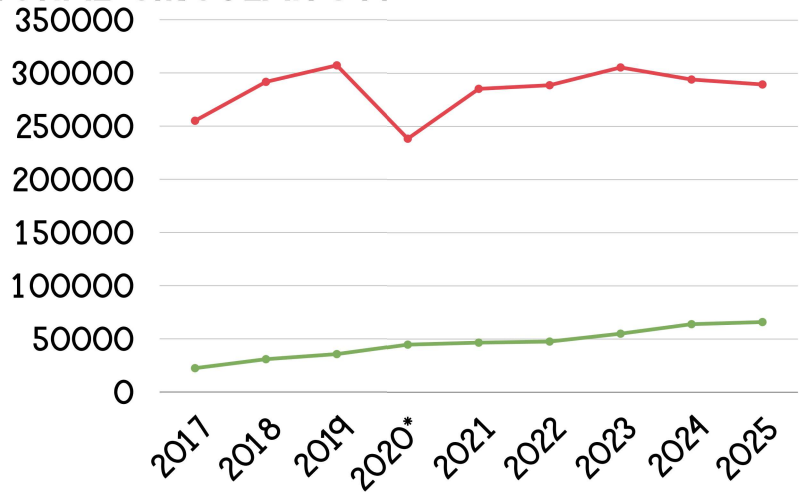
6.9% INCREASE FROM 2024 TO 2025
72.6% INCREASE FROM 2019 TO 2025
135.1% INCREASE FROM 2017 TO 2025



Overdrive vs. Physical Circulation

GERMANTOWN PHYSICAL & DIGITAL CIRCULATION

2017 - 255,030
 2018 - 291,601
 2019 - 307,128
 *2020 - 238,494
 2021 - 285,400
 2022 - 288,802
 2023 - 305,539
 2024 - 294,178
 2025 - 289,525



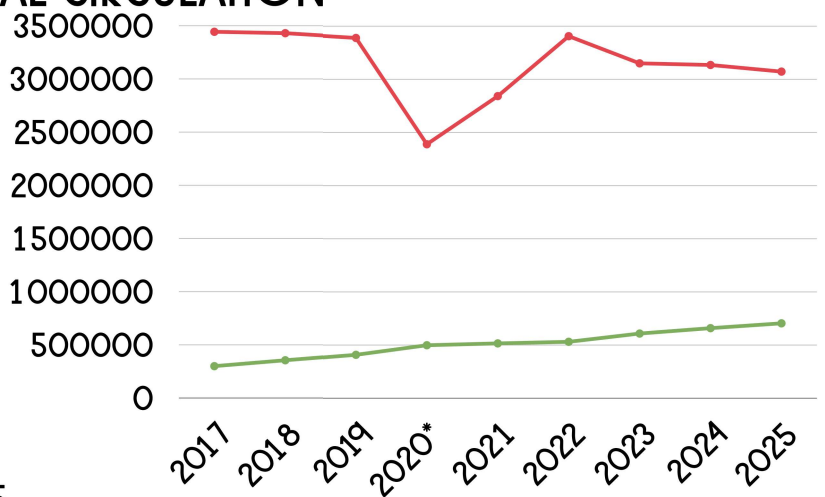
-1.6% DECREASE FROM 2024 TO 2025
 -5.7% DECREASE FROM 2019 TO 2025
 13.5% INCREASE FROM 2017 TO 2025



Overdrive vs. Physical Circulation

MONARCH PHYSICAL & DIGITAL CIRCULATION

2017 - 3,443,161
 2018 - 3,430,267
 2019 - 3,389,308
 *2020 - 2,386,340
 2021 - 2,842,046
 2022 - 3,405,987
 2023 - 3,150,497
 2024 - 3,135,103
 2025 - 3,072,630



-2.0% DECREASE FROM 2024 TO 2025
 -9.3% DECREASE FROM 2019 TO 2025
 -10.8% DECREASE FROM 2017 TO 2025

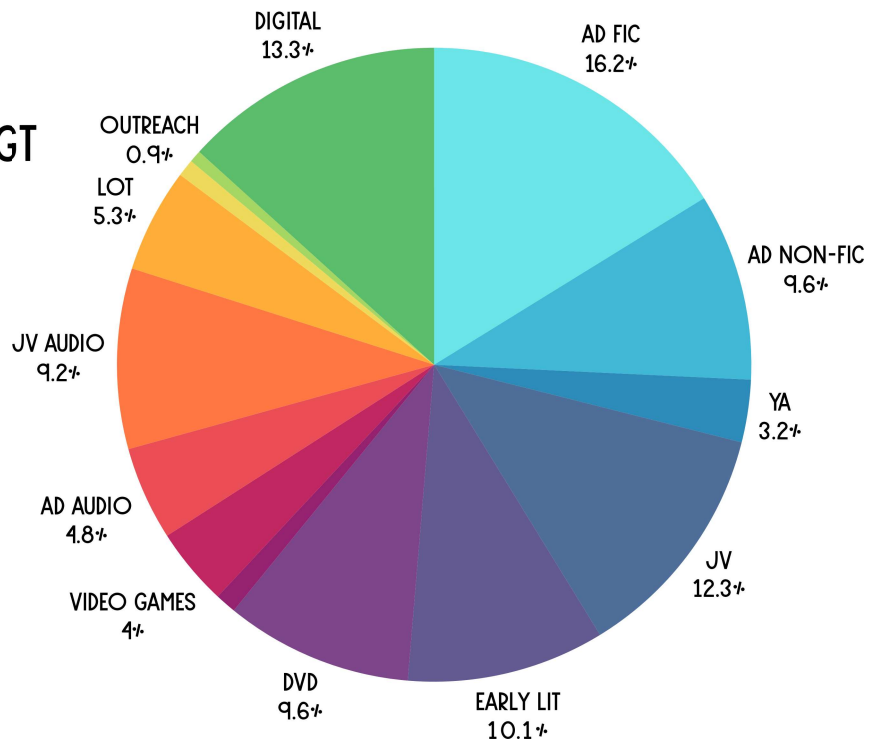


Library Budget vs. Circulation

2026 MATERIAL BUDGET

TOTAL: \$113,000

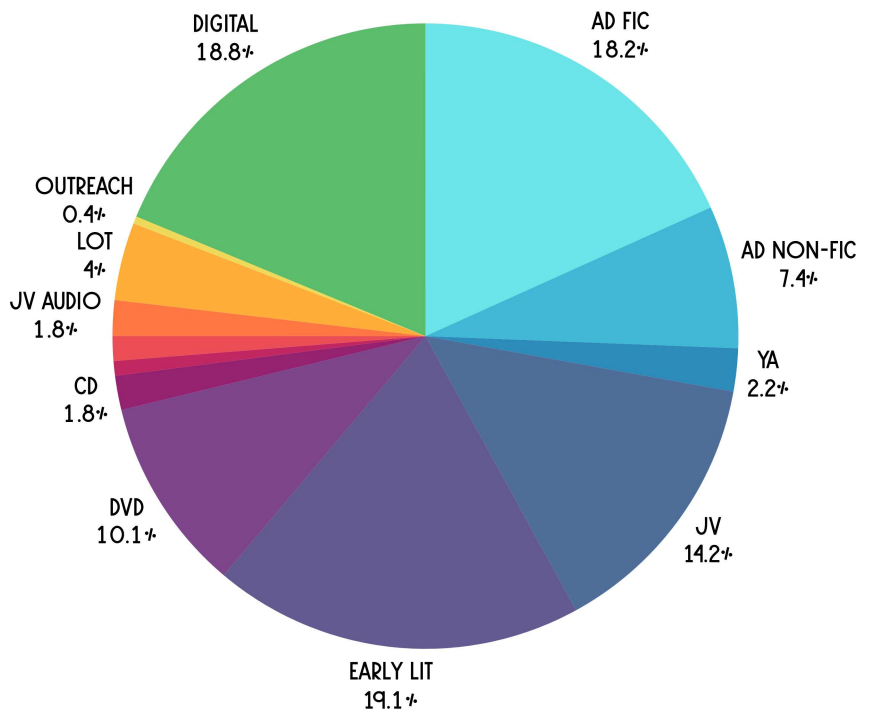
DIGITAL: \$9,022 + \$6,000 GT
13.3%



2025 CIRCULATION

TOTAL: 356,346

DIGITAL: 68,821



Current Germantown Holds (Sort by Number of Holds) (6/18/2026)

| | Title | Creator | Format | All holds | 1st current hold | Cons... | Adv ... | Price | CPC pr... |
|----|---|-------------------------|--------|-----------|------------------|---------|---------|---------|-----------|
| 1 | Yesteryear: A Novel (unabridged) | Caro Claire Burke, ... | 📖 | 29 | 5/21/2026 | 117 | 1 | TBD | \$8.55 |
| 2 | Remarkably Bright Creatures: A Novel (unabridged) | Shelby Van Pelt, M... | 📖 | 28 | 5/5/2026 | 41 | 1 | \$70.65 | \$2.99 |
| 3 | My Husband's Wife: A Novel (unabridged) | Alice Feeney, Bel P... | 📖 | 24 | 3/27/2026 | 50 | 2 | \$90.00 | |
| 4 | The Deal | Elle Kennedy | 📖 | 22 | 5/18/2026 | 50 | 1 | \$24.99 | \$2.49 |
| 5 | Great Big Beautiful Life | Emily Henry, Julia ... | 📖 | 20 | 3/6/2026 | 1 | 1 | TBD | \$9.50 |
| 6 | The Night We Met | Abby Jimenez, Tere... | 📖 | 18 | 4/8/2026 | 35 | 1 | \$88.99 | |
| 7 | Yesteryear: A Novel | Caro Claire Burke | 📖 | 18 | 5/24/2026 | 102 | 1 | TBD | \$5.50 |
| 8 | My Husband's Wife: A Novel | Alice Feeney | 📖 | 17 | 4/8/2026 | 75 | 1 | \$60.00 | \$13.49 |
| 9 | The God of the Woods: A Novel (unabridged) | Liz Moore, Saskia ... | 📖 | 16 | 3/20/2026 | 35 | 1 | TBD | \$9.50 |
| 10 | Theo of Golden | Allen Levi, David M... | 📖 | 16 | 6/1/2026 | 40 | 2 | \$89.99 | |
| 11 | The Nightingale: A Novel | Kristin Hannah | 📖 | 15 | 3/15/2026 | 40 | 1 | \$55.00 | \$10.79 |
| 12 | The Mistake | Elle Kennedy | 📖 | 14 | 5/19/2026 | 50 | 1 | \$24.99 | \$2.49 |
| 13 | The Night We Met | Abby Jimenez | 📖 | 14 | 4/19/2026 | 35 | 1 | \$75.00 | |
| 14 | Our Perfect Storm | Carley Fortune, AJ ... | 📖 | 14 | 5/5/2026 | 91 | 1 | TBD | \$9.50 |
| 15 | Wild Dark Shore | Charlotte McConaghy | 📖 | 14 | 2/15/2026 | 35 | 1 | \$55.00 | \$13.49 |
| 16 | This Story Might Save Your Life: A Novel (unabridg... | Tiffany Crum, Julia ... | 📖 | 13 | 4/14/2026 | 35 | 1 | \$90.00 | |
| 17 | Gone Before Goodbye | Harlan Coben, Ree... | 📖 | 12 | 2/23/2026 | 35 | 1 | \$88.99 | |
| 18 | The Score | Elle Kennedy | 📖 | 10 | 5/29/2026 | 42 | 1 | \$24.99 | \$2.49 |
| 19 | Strangers: A Memoir of Marriage (unabridged) | Belle Burden | 📖 | 10 | 4/23/2026 | 35 | 1 | TBD | \$6.65 |
| 20 | Strangers: A Memoir of Marriage | Belle Burden | 📖 | 10 | 4/12/2026 | 35 | 0 | TBD | \$5.50 |
| 21 | Theo of Golden | Allen Levi | 📖 | 10 | 6/4/2026 | 50 | 1 | \$59.99 | |
| 22 | 26 Beauties | James Patterson | 📖 | 9 | 5/4/2026 | 63 | 0 | \$75.00 | |
| 23 | The Calamity Club: A Novel (unabridged) | Kathryn Stockett, J... | 📖 | 9 | 5/26/2026 | 2 | 0 | TBD | \$4.47 |
| 24 | This Book Made Me Think of You | Libby Page, Zadeia... | 📖 | 9 | 5/5/2026 | 89 | 0 | TBD | \$9.50 |
| 25 | Whistler: A Novel | Ann Patchett | 📖 | 9 | 5/22/2026 | 5 | 0 | \$24.91 | \$1.81 |

Current Germantown Holds (Sort by 1st Current Hold) (6/18/2026)

| | Title | Creator | Format | All ... | 1st current hold ^ | Cons... | Adv ... | Price | CPC pr... |
|----|--|-------------------------|--------|---------|--------------------|---------|---------|---------|-----------|
| 1 | Mr. Flood's Last Resort: A Novel | Jess Kidd | 📖 | 1 | 3/25/2024 | 0 | 0 | \$55.99 | |
| 2 | Happiness for Beginners: A Novel (unabridged) | Katherine Center, ... | 📖 | 1 | 6/19/2024 | 2 | 0 | \$90.00 | \$3.99 |
| 3 | We Can't Keep Meeting Like This | Rachel Lynn Solomon | 📖 | 1 | 6/23/2024 | 0 | 0 | \$39.99 | |
| 4 | Divorcing and Healing From a Narcissist: Emotional ... | Dr. Theresa J. Cove... | 📖 | 1 | 7/30/2024 | 1 | 0 | \$19.99 | \$1.59 |
| 5 | Girls of Fate and Fury | Natasha Ngan, Allis... | 📖 | 1 | 10/10/2024 | 0 | 0 | \$97.99 | |
| 6 | The Power of Discipline: How to Use Self Control a... | Daniel Walter, Russ... | 📖 | 1 | 10/18/2024 | 0 | 0 | n/a | |
| 7 | White Horse Black Nights | Evie Marceau, Philli... | 📖 | 1 | 11/7/2024 | 1 | 0 | TBD | \$3.24 |
| 8 | Ninth House | Leigh Bardugo | 📖 | 1 | 11/22/2024 | 1 | 0 | \$55.00 | \$11.69 |
| 9 | Tooth and Nail | Ian Rankin | 📖 | 1 | 12/18/2024 | 0 | 0 | \$55.00 | \$7.50 |
| 10 | Killing JonBenét Ramsey: Unprecedented, Extensiv... | Dylan Howard | 📖 | 3 | 1/2/2025 | 0 | 0 | \$67.99 | \$1.69 |
| 11 | The Facemaker: A Visionary Surgeon's Battle to Me... | Lindsey Fitzharris | 📖 | 1 | 1/5/2025 | 0 | 0 | \$55.00 | \$11.69 |
| 12 | How to Talk So Kids Will Listen... And Listen So Kids... | Adele Faber, Elaine ... | 📖 | 2 | 1/9/2025 | 6 | 0 | \$69.99 | |
| 13 | The House We Grew Up In: A Novel | Lisa Jewell | 📖 | 3 | 1/10/2025 | 1 | 0 | TBD | |
| 14 | Killing JonBenét Ramsey: Unprecedented, Extensiv... | Dylan Howard | 📖 | 1 | 1/10/2025 | 101 | 0 | TBD | |

GCL Statistical Trends 2016-2025

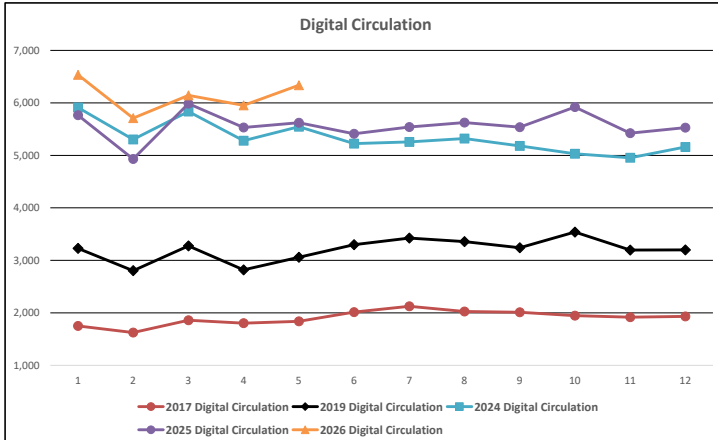
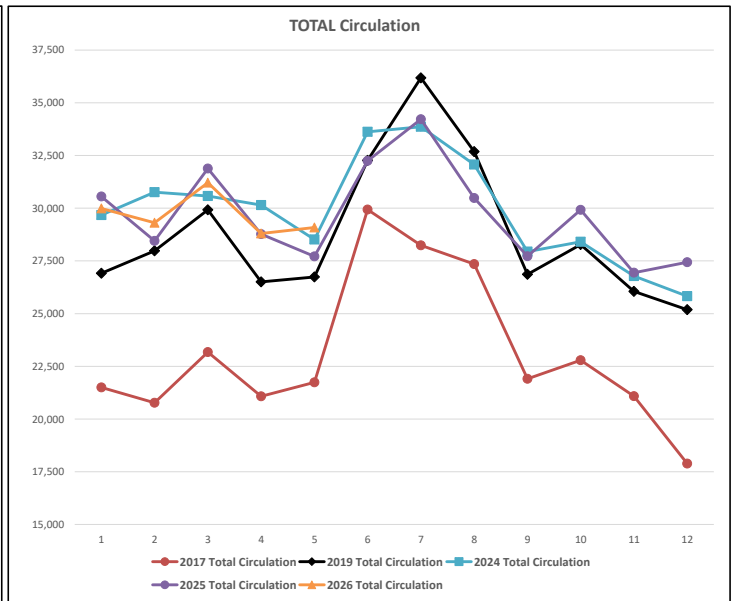
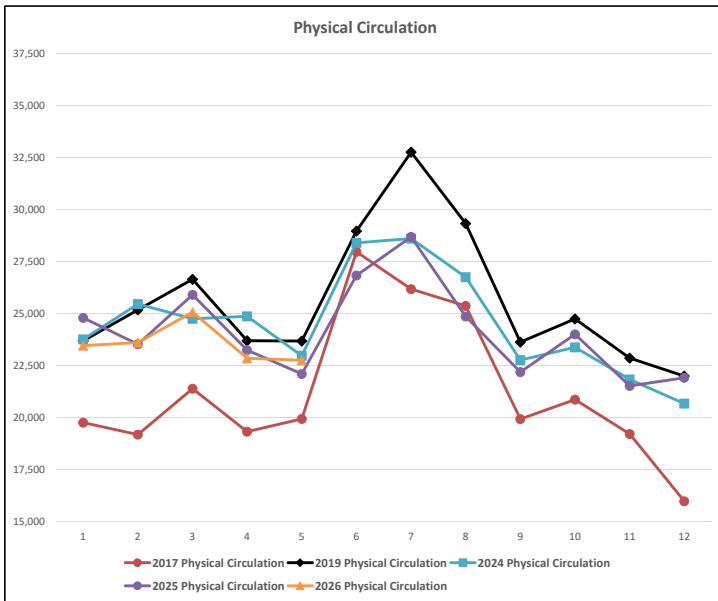
| Stats | YTD | Jan | Feb | Mar | Apr | May | June | July | August | Sept | Oct | Nov* | Dec |
|----------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|------|------|--------|------|-----|------|-----|
| 2026 Physical Circulation | 117,717 | 23,455 | 23,598 | 25,067 | 22,848 | 22,749 | | | | | | | |
| % over 2025 | -1.5% | -5.4% | 0.3% | -3.2% | -1.7% | 3.0% | | | | | | | |
| 2026 Overdrive - eBook | 11,547 | 3,110 | 2,034 | 2,188 | 2,034 | 2,181 | | | | | | | |
| 2026 Overdrive - Audio | 14,320 | 2,420 | 2,785 | 2,981 | 2,923 | 3,211 | | | | | | | |
| 2026 Overdrive - Magazine | 4,807 | 1,006 | 890 | 973 | 995 | 943 | | | | | | | |
| 2026 Digital Circulation | 30,674 | 6,536 | 5,709 | 6,142 | 5,952 | 6,335 | | | | | | | |
| % over 2025 | 10.2% | 13.4% | 15.8% | 2.6% | 7.6% | 12.7% | | | | | | | |
| 2026 Total Circulation | 148,391 | 29,991 | 29,307 | 31,209 | 28,800 | 29,084 | | | | | | | |
| % over 2025 | 0.7% | -1.8% | 3.0% | -2.1% | 0.1% | 4.9% | | | | | | | |

| | | | | | | | | | | | | | |
|----------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 2025 Physical Circulation | 289,525 | 24,788 | 23,519 | 25,896 | 23,239 | 22,096 | 26,831 | 28,680 | 24,860 | 22,185 | 24,003 | 21,517 | 21,911 |
| % over 2024 | -1.6% | 4.3% | -7.6% | 4.7% | -6.6% | -3.8% | -5.5% | 0.3% | -7.1% | -2.5% | 2.7% | -1.4% | 6.0% |
| 2025 Overdrive - eBook | 24,702 | 2,157 | 1,907 | 2,285 | 2,000 | 1,993 | 1,999 | 2,097 | 2,102 | 1,968 | 2,066 | 2,015 | 2,113 |
| 2025 Overdrive - Audio | 31,213 | 2,663 | 2,310 | 2,672 | 2,640 | 2,686 | 2,582 | 2,651 | 2,641 | 2,627 | 2,666 | 2,553 | 2,522 |
| 2025 Overdrive - Magazine | 10,906 | 945 | 714 | 1,028 | 892 | 943 | 831 | 792 | 881 | 942 | 1,189 | 855 | 894 |
| 2025 Digital Circulation | 66,821 | 5,765 | 4,931 | 5,985 | 5,532 | 5,622 | 5,412 | 5,540 | 5,624 | 5,537 | 5,921 | 5,423 | 5,529 |
| % over 2024 | 4.4% | -2.5% | -7.0% | 2.6% | -4.8% | -1.4% | 3.6% | 5.4% | 5.7% | 6.9% | 17.7% | 9.5% | 7.1% |
| 2025 Total Circulation | 356,346 | 30,553 | 28,450 | 31,881 | 28,771 | 27,718 | 32,243 | 34,220 | 30,484 | 27,722 | 29,924 | 26,940 | 27,440 |
| % over 2024 | -0.5% | 3.0% | -7.5% | 4.3% | -4.6% | -2.8% | -4.1% | 1.1% | -4.9% | -0.8% | 5.3% | 0.6% | 6.2% |

| | | | | | | | | | | | | | |
|----------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 2024 Physical Circulation | 294,178 | 23,760 | 25,453 | 24,744 | 24,868 | 22,970 | 28,397 | 28,606 | 26,751 | 22,761 | 23,375 | 21,827 | 20,666 |
| 2024 Digital Circulation | 64,006 | 5,912 | 5,304 | 5,835 | 5,281 | 5,547 | 5,223 | 5,257 | 5,320 | 5,180 | 5,032 | 4,954 | 5,161 |
| 2024 Total Circulation | 358,184 | 29,672 | 30,757 | 30,579 | 30,149 | 28,517 | 33,620 | 33,863 | 32,071 | 27,941 | 28,407 | 26,781 | 25,827 |

| | | | | | | | | | | | | | |
|----------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 2019 Physical Circulation | 307,128 | 23,686 | 25,174 | 26,645 | 23,688 | 23,677 | 28,968 | 32,758 | 29,329 | 23,622 | 24,736 | 22,856 | 21,989 |
| 2019 Digital Circulation | 38,442 | 3,230 | 2,803 | 3,276 | 2,819 | 3,060 | 3,300 | 3,425 | 3,356 | 3,239 | 3,540 | 3,196 | 3,198 |
| 2019 Total Circulation | 345,570 | 26,916 | 27,977 | 29,921 | 26,507 | 26,737 | 32,268 | 36,183 | 32,685 | 26,861 | 28,276 | 26,052 | 25,187 |

| | | | | | | | | | | | | | |
|----------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 2017 Physical Circulation | 255,030 | 19,755 | 19,174 | 21,386 | 19,321 | 19,932 | 27,965 | 26,173 | 25,364 | 19,920 | 20,858 | 19,209 | 15,973 |
| 2017 Digital Circulation | 22,848 | 1,751 | 1,625 | 1,859 | 1,803 | 1,838 | 2,015 | 2,125 | 2,025 | 2,011 | 1,946 | 1,919 | 1,931 |
| 2017 Total Circulation | 277,878 | 21,506 | 20,799 | 23,245 | 21,124 | 21,770 | 29,980 | 28,298 | 27,389 | 21,931 | 22,804 | 21,128 | 17,904 |



GERMANTOWN COMMUNITY LIBRARY

2026 IN-LIBRARY PROGRAMS

(NUMBER OF PROGRAMS IN PARENTHESES)
JAN - APR 2026



6,181

People
Attended

258

Programs

PRESCHOOL

Preschool
Storytime (34): 1,242
Baby/Toddler
Storytime (34): 1,088
Neighbor (4): 65
Special (0): 0
= (72)
2,395

YOUTH

Family Night (4): 105
Lego (4): 361
Adventure (0): 0
Performers (0): 0
Field Trips (12): 293
Special (7): 567
= (27)
1,326

TEENS

Advisory (4): 26
Tween (4): 112
Teen (5): 35
Crafts (12): 105
= (25)
278

ADULTS

Book Groups (24): 157
Crafts (24): 622
Puzzle Day (4): 22
Friends (4): 35
Blood Drive (2): 86
Work Force (48): 271
ARPA Tax (11): 420
ADRC (6): 108
Special (6): 135
= (129)
1,856

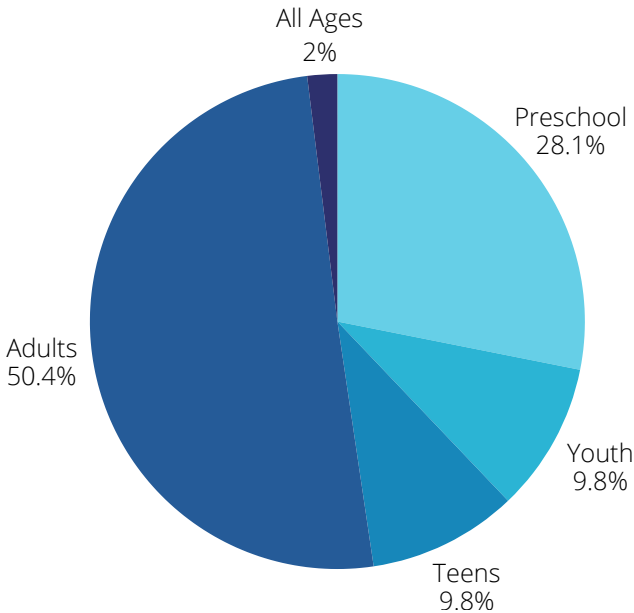
ALL AGES

Puzzle (1): 66
Bingo (0): 0
Special (4): 224
= (5)
326

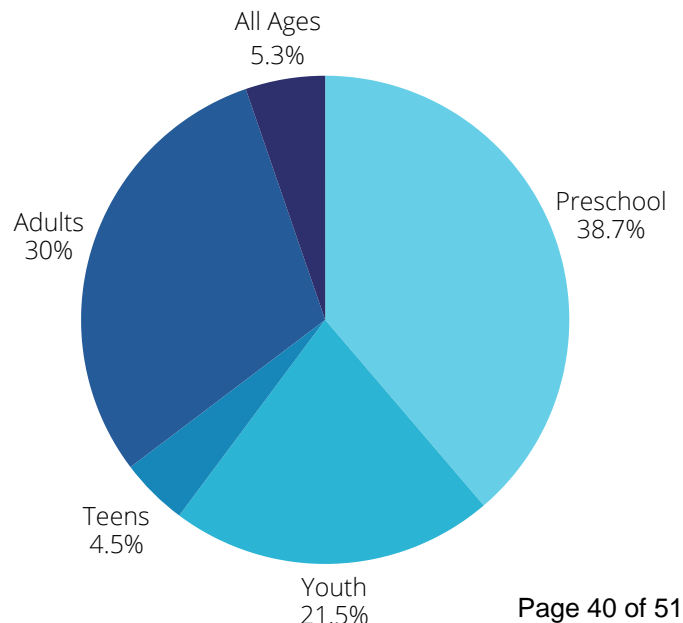
Past Attendance:

2025: 14,038
2024: 9,814
2023: 12,804
2022: 11,149
2021: 4,316
2020: 7,066
2019: 29,623

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2026 OUTSIDE OF THE LIBRARY

(NUMBER OF PROGRAMS IN PARENTHESES)
JAN - APR 2026



1,441

People
Attended

75

Programs

PRESCHOOL

Storytime: (12): 287
Special (0): 0
= (12)
287

YOUTH

Kid's Klub (0): 0
Battle/Literacy (5): 301
School Visits (0): 0
Special (1): 58
= (6)
359

TEENS

Book Group (4): 80
Battle (2): 60
Special (0): 0
= (6)
140

ADULTS

Senior Living Checkout
(20): 118
Senior Living (10): 121
Adult Day Center
(4): 41
Homebound (4): 26
Book Groups (12): 99
Special (0): 0
= (50)
405

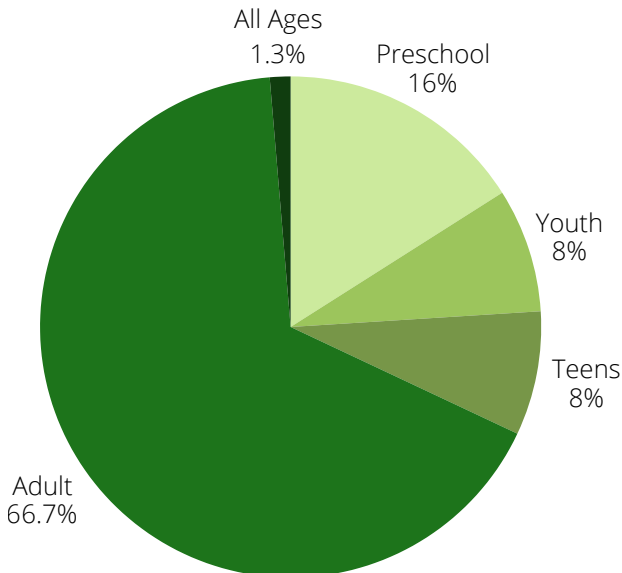
ALL AGES

Fundraisers (1): 250
Special (0): 0
= (1)
250

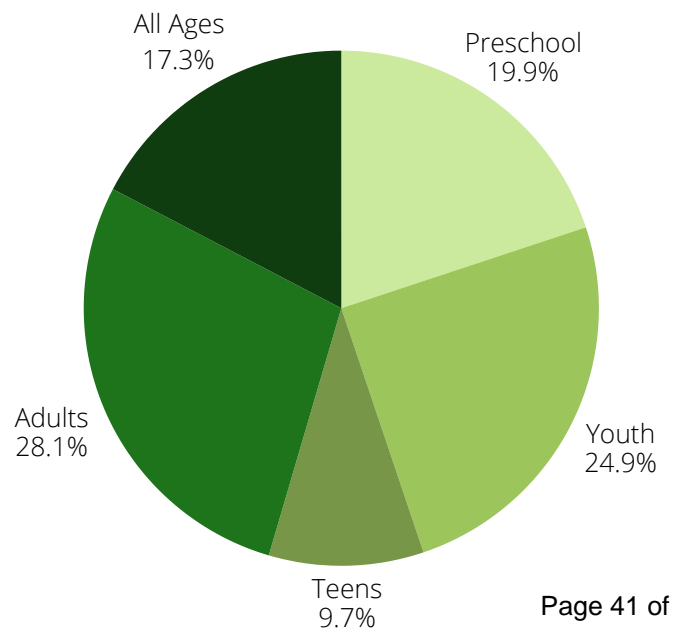
Past Attendance:

2025: 13,249
2024: 11,542
2023: 14,480
2022: 10,695
2021: 6082

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2026 SELF-DIRECTED ACTIVITIES

JAN - APR 2026



Challenges
& Surveys

3,496

PRESCHOOL

Winter: 358
Summer: 0
358

YOUTH

Winter: 768
Reading Dragons: 500
Summer: 0
1,268

TEENS

Winter: 53
Summer: 0
53

ADULTS

Winter: 1,817
Summer: 0
1,817

ALL AGES

Curbside: 98
Supply Drives: 180
278



Self-Directed
(in-Library)

4,815

Coloring: 583
Monthly: 344
1000 Books: 0
Santa Letters: 0
927

Coloring: 583
Monthly: 390
Reading Dragons: 327
Battle/Literacy: 340
1,640

Coloring: 897
Battle: 79
976

Coloring: 555
Puzzle: 439
Blood Pressure: 0
994



Self-Directed
(outside library)

5,519

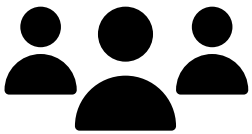
School Events: 60
Book Delivery: 95
155

School Events: 1,606
Book Delivery: 2,273
3,879

Book Delivery: 1,070
School Events: 0
1,070

Book Delivery: 248
248

Parades: 0
Little Free Library: 167
167



13,830

Activities

Total:
1,440

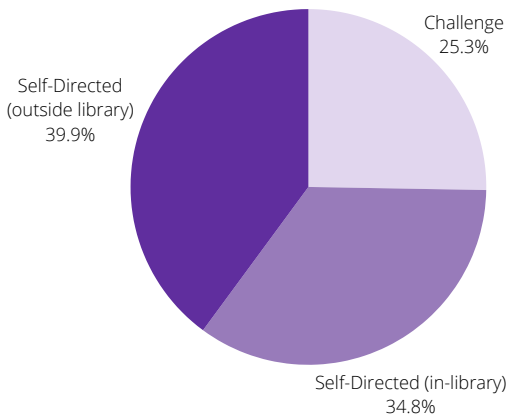
Total:
6,787

Total:
2,099

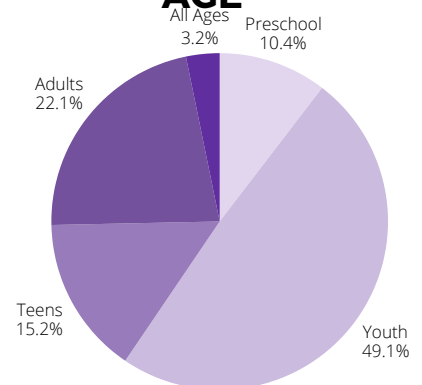
Total:
3,059

Total:
445

BY TYPE OF ACTIVITY



BY TARGET AGE



Past Activities:

- 2025: 34,814
- 2024: 37,396
- 2023: 32,932
- 2022: 35,398
- 2021: 94,112
- 2020: 55,180
- 2019: 34,738

Germantown Library releases summer schedule

GERMANTOWN — The Germantown Community Library is inviting readers of all ages to join them for a number of fun activities this summer.

First, the library is inviting its patrons to become “Timeline Travelers” this summer, as the summer reading challenge begins on June 8 and runs through Aug. 8.

According to a news release from the library, kids ages 0-12 and teens ages 13-17 will receive a reading log and can win prizes and coupons to local businesses all summer long. The last day to turn in reading logs is Saturday, Aug. 8.

The library will also host a variety of programs for kids, teens and adults from June through August. Programs include performers, storytimes, themed programs, book groups, and adult speakers. All programs are free and open to the public. Registration is required for some events.

In addition to the programs in the library, the library’s Enchanted Library will be out and about again this summer.

The Enchanted Library is a custom mobile book trailer bringing books, storytimes, and family activities directly to local parks and neighborhoods.

There are multiple stops scheduled in Germantown, Jackson and Richfield with books, movies and activities for all.

Community members can visit the online calendar for a complete list of programs at germantownlibrarywi.org/calendar. Community members can also get more information from the library’s community engagement department, which will be at multiple community events throughout the summer, including Richfield Farmers Market, Independence Day activities, Taste of Germantown, and NAC Night.

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League of Women Voters makes donations to local libraries for America’s 250th

WASHINGTON COUNTY — The League of Women Voters of Ozaukee and Washington Counties celebrated the 250th celebration of the writing of the Declaration of Independence with a fundraiser to support local libraries.

This event was part of the League’s “Love Our Libraries” theme.

The fundraiser included a showing of the film “1776” at the Bend Theater, which generated \$3,576 for the West Bend Community Library.

The League of Women Voters also donated the book “Democracy’s Urgent Call” to the Germantown Community Library, a collection of poems from 58 League of Women Voters members from 25 states that “reaffirm the enduring promise of democracy,” according to a release.



League of Women Voters of Ozaukee and Washington Counties members were greeted by the Germantown Community Library staff. Front row, from left: Trisha Smith, library director; Mary Ciha; Christy Schwan; and Patty Cobb. Back row, from left: Sarah LeGear; Lynn Ratzmann, Adult Services manager; Judy Stellmacher; and Patty Keuck.

Photos courtesy of the League of Women Voters of Ozaukee and Washington Counties



Shown here are League of Women Voters of Ozaukee and Washington Counties Copresidents, Patty Keuck, left, and Christy Schwan, right, presenting a check for \$3,576 to West Bend Community Memorial Library Director Steve Thiry.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: June 24, 2026

PLACEMENT: Action Item

ITEM TITLE: Study Pods (ACTION)

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached documents.

ATTACHMENT:

1. Study Pods Summary
2. Study Pods Comparison Matrix
3. Study Pods Photo Comparison

STAFF RECOMMENDATION:

Select one vendor and the number of study pods to be installed in the library.

ACTION BY COMMITTEE:

Germantown Community Library Board

MEETING DATE: June 24, 2026

PLACEMENT: New Business

AGENDA ITEM(S): IX. A. Study Pods

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The library study pod analysis began by reaching out to some of our regular furniture vendors, other local libraries, business associates, and the internet which resulted in 15 manufacturers for our review. Those were identified at the April 2026 Library Board meeting. In April, we also presented the following seven manufacturers that met our initial requirements to advance for our second round evaluations.

Manufacturers (in alphabetical order):

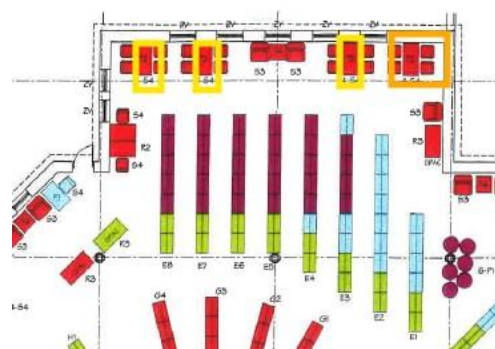
1. Bureau
2. Framery
3. Friant/ReddiSpace
4. HushOffice
5. Pillar
6. Room
7. YourSpace

Since the April meeting, we have compared the features and functions of each of the seven manufacturers. We have also been able to see three of the manufacturer's products in use.

1. Bureau
2. Framery
3. Pillar

The initial plan was to purchase one or two 'double' study pods which would comfortably fit two patrons. However, after viewing some 'single' study pods in person, it was determined the pods would be large enough to meet our patron needs. Therefore, we began considering a combined solution of single and double pods.

Here is a modified floor plan to show where we could place single and double pods in our quiet area along the Adult Non-Fiction collection. The diagram shows three yellow boxes which represent single pods. The golden box represents a double pod. Updated measurements identified we would only be able to install one double pod in this area. We found we could place a single in the opposite corner. If we wanted additional single units, some of the models would fit between the windows.



Attached are two documents. One shows a price and size comparison between the manufacturers. The other shows sample photos of six of the seven manufacturers' units.

RECOMMENDATION:

Select one vendor from the options presented based on budget and the number of study pods that the library board would like added to the library.

**Germantown Community Library
Study Pod Evaluation - June 2026**

Canister Fire Suppression Options: 1. Cease Fire - <https://ceasefire.com/> (\$500-600 for double room)

| Specifications | Bureau | Framery | Friant/ ReddiSpace | HushOffice | Pillar | Room | Your Space Inc |
|----------------------------------|---|---|---|---|---|---|---|
| | withbureau.com | https://framery.com/en/ | friant.com/officepods | hushoffice.com/us/product/hushphone-2/ | pillarbooth.com | room.com | https://yourspaceinc.com |
| Information Received From | Sales Rep (prices include discount) | Website | Office Warehouse and JL Interiors | LFI (prices from website) | Website | Website | Website |
| Single | | | | | | | |
| Model Name | Tuesday | Framery One / Compact | MeTime | HushFree S Hybrid | Pillar One | Phone Booth | Quick Ship |
| Dimensions | 43.5" x 46.5" | 48" x 39.4" / 40.7" x 39.4" | 63.5" x 47" | 49" x 35.5" | 42.5" x 42.5" | 41.5" x 43.8" | 54" x 54" |
| Price | \$7,500 | \$12,000 / \$10,000 | \$14,000 | \$10,500 - \$15,500 | \$6,695 | \$6,495 | \$5,800 |
| Double 2-4 | | | | | | | |
| Model Name | Tuesday+ | Framery Four Essentials | WeTime | HushOffice.XM | Pillar Two | Meeting Room / Room S | Quick Ship |
| Dimensions | 87" x 46" | 92.6" x 50.9" | 86.5" x 47" | 87" x 35.5" | 82.7" x 42.5" | 90.6" x 47.2" | 78" x 54" |
| Price | \$15,500 | \$23,000 | \$22,000 | \$15,000 - \$30,000 | \$15,995 | \$19,995 | \$11,250 |
| | | | | | | | |

Germantown Community Library
Study Pods Evaluation Photos
June 2026

Single Unit Photo Comparisons

Bureau



Pillar



ROOM



Framery



HushOffice



Friant



Double Unit Photo Comparisons

Bureau



Pillar



ROOM



Framery



HushOffice



Friant



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